

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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2018 SEP -5 PM 12:15

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)
Malaria No More Fund

Private Sponsor(s) (list all):
August 5-10, 2018

Travel date(s):
-None-

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.) /

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	Total: \$3211 Vans: \$145 Airfare: \$3066	Total: \$632.50 Dakar: \$140/night (4 nights) Kaolack: \$72.50/night (1 night)	Total: \$175 \$50 daily in Dakar \$25 daily in Kaolack	Total: \$150 Trip Insurance: \$130 Incidentals (Water, Insect Repellent): \$20

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See post-trip itinerary, which includes this requested information.

9/5/18 Alexandra Davis Alex Davis
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/5/18
(Date)

Chin Chan
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Alexandra Davis

Employing Office/Committee: U.S. Senator Chris Coons

Private Sponsor(s) (list all): Malaria No More

Travel date(s): August 5- August 10, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Dakar, Senegal

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip falls under the purview of my portfolio. Senator Coons is the co-chair of the Malaria and Neglected Tropical Diseases Caucus, so as his Legislative Aide for foreign policy, I should be knowledgeable about the latest innovations, progress, and challenges in combatting malaria. The United States also invests \$755 million annually for malaria programs worldwide, which is funded through the State, Foreign Operations, and Related Programs appropriations account. It is important for me to understand how this funding is being spent and how it can be more effective.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

07/03/2018
(Date)

Alexandra Davis
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Christopher A. Coons hereby authorize Alexandra Davis
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

07/03/2018
(Date)

Chris Coons
(Signature of Supervising Senator/Officer)

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**Ms. Alexandra Davis
Legislative Fellow
Office of U.S. Senator Chris Coons
127A Russell Senate Office Building
Washington, D.C. 20510**

Given your congressional oversight role, Malaria No More would like to invite you on a staff delegation trip to Senegal August 5 – 10, 2018 to witness firsthand the U.S. government's malaria prevention, control and elimination efforts as well as to examine the broader state of development and health, progress made, and challenges that remain in Senegal.

Senegal has been a PMI focus country since 2006 and has seen significant results from their malaria prevention and treatment efforts. As a result, the National Malaria Control Program has adopted a National Strategic Plan which aims to achieve pre-elimination of malaria status by 2020, despite approximately 97% of the country's population currently being at risk for malaria. Malaria control and prevention efforts have been a significant contributor to the 58% reduction in under-five mortality seen in Senegal from 2005 to 2016, with PMI procuring over 12 million insecticide-treated bed nets and 5.2 million malaria treatments since the program's inception.

We hope that you will consider joining us and a detailed itinerary will be sent shortly. Please contact Kara Saleeby (Kara.Saleeby@malarianomore.org) at Malaria No More for additional information.

Mr. Z. Z. Z. Z.

Joshua Blumenfeld
Managing Director

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): Malaria No More Fund (MNM)
 2. Description of the trip: Fact finding mission to witness firsthand the U.S. government's efforts to combat vector borne diseases like malaria and other key global health and development challenges in Senegal.
 3. Dates of travel: August 5 - August 10, 2018
 4. Place of travel: Dakar and Kaolack, Senegal
 5. Name and title of Senate invitees: See attached
 6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
=OR=
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
=AND=
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
=AND=
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

-OR-

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Malaria No More is the sole sponsor and paying for 100% of this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

MNM is a 501c (3) organization committed to ending deaths from malaria. The purpose of this trip is to demonstrate how the United States government is playing the leading role to help end deaths by this disease.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

MNM's history of trips include Tanzania in 2012, Senegal and Switzerland in 2015, Thailand and Myanmar in 2015, Thailand and Cambodia in 2017, Zambia and Haiti in 2017.

10/10/17 10:10 AM

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

MNM hosts briefings on malaria and wider health issues on Capitol Hill quarterly.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Total: \$3130	Total: \$748	Total: \$175	Total: \$150
<input type="checkbox"/> Actual Amounts	Flights: \$3000	Dakar: \$167/per night (4 nights)	\$50 daily in Dakar	Visas: \$0
	Vans: \$130	Kaolack: \$80/per night (1 night)	\$25 daily in Kaolack	Trip Insurance: \$130
				Incidentals (Water, Sunscreen, Insect Repellent): \$20

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip involves meetings that are arranged with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Between 2005 and 2016, malaria control and prevention efforts have been a significant contributor to the 58% reduction in under -five mortality in Senegal. Staff will see the impact of USG funds in Senegal.

19. Name and location of hotel or other lodging facility:

Dakar: Raddison Blu, Route de la Corniche O, Dakar 16868, Senegal

Kaolack: Adjana Hotel, Kaolack Road Kahone, Kaolack, Senegal

20. Reason(s) for selecting hotel or other lodging facility:

Dakar hotel was recommended by the Embassy due to location and safety.

Kaolack hotel was recommended by Embassy due to safety and proximity to the field visits.

100-443887-100

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In Kaolack, the hotel is at the per diem rate of \$80 USD and our estimated meals are \$25 USD, for a total of \$105 USD per day spent in Kaolack. The maximum per diem for Kaolack is \$144 USD.

**Malaria No More
Congressional Staff Delegation to Senegal
August 5 – 10, 2018**

Trip Participants:

Senate Staff

- Michelle Barlow Richardson, Chief of Staff, Senator Roger Wicker (R-MS)
Michelle_Richardson@wicker.senate.gov
- Christopher Lynch, Chief of Staff, Senator Ben Cardin (D-MD)
Chris_Lynch@cardin.senate.gov
- Kristen Molloy, Legislative Assistant, Senator Tim Kaine (D-VA)
Kristen_Molloy@kaine.senate.gov
- Alexandra Davis, Legislative Aide, Senator Chris Coons (D-DE)
Alexandra_Davis@coons.senate.gov

Malaria No More Staff

- Heidi Ross, Director, US Policy & Advocacy, and Africa Programs
Heidi.Ross@malarianomore.org
- Johanna Simon, Senior Advisor
Johanna.Simon@malarianomore.org
- Josh Blumenfeld, Managing Director, Global Policy and Advocacy (Monday 8/6 only)
JBlumenfeld@malarianomore.org

US Mission to Senegal Staff

- Michelle Kouletio, PMI Resident Advisor
mkouletio@usaid.gov
- Thomas Yocum, Development and Outreach Coordinator (DOC)
tyocum@usaid.gov
- Ahmadou Gaye, Program Office translator
agaye@usaid.gov
- Abdoulaye Dia, Economic Growth (EGO) Agriculture Advisor (Tuesday 8/7 only)
adia@usaid.gov
- Xavier Preciado, EGO Deputy Director (Tuesday 8/7 only)
xpreciado@usaid.gov
- Babacar Lo, Health Systems Strengthening Lead (Wednesday 8/8 only)
blo@usaid.gov

PMI/CDC HQ Staff

- Don Dickerson, Senior Malaria Technical Advisor
dodickerson@usaid.gov
- Ellen Dotson, Research Entomologist
edotson@cdc.gov

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Sunday, August 5 (All Times Local)

3:00pm	Arrive @ Washington Dulles International Airport	<i>MNM staff will meet you at the departure gate</i>
7:00pm	Depart Washington Dulles, South African Airways 208	<i>Please prepare for the trip by reviewing the extensive briefing packet on the plane provided to you by MNM</i>

Monday, August 6 (All Times Local)

6:45am	Arrive @ Dakar Blaise Diagne Airport	<i>No visa needed for US Passport holders. Make sure you have your yellow fever card with you.</i>
7:10am	Depart Airport for Radisson Blu hotel	Senecartours will be providing chartered vans for our ground transportation during this trip.
8:15am	Arrive Radisson Blu Dakar	Radisson Blu Hotel Route de la Corniche O, Dakar 16868, Senegal Phone: +221 33 869 33 33 <i>Breakfast will be available upon our arrival</i>
9:45am	Depart Radisson to National Malaria Control Program (NMCP)	Senecartours
10:00am – 10:45am	Briefing on the President's Malaria Initiative (PMI)/USAID in Senegal <i>Presentation on PMI's role in Africa and Senegal specifically, including program history, malaria disease trends, and integration with Senegal's National Malaria Control Program and the Global Fund to Fight AIDS, Tuberculosis and Malaria.</i>	Location: NMCP Conference Room, Quartier Fann POC: Michelle Kouletio, PMI Resident Advisor
10:45am – 11:00am	Coffee break	NMCP
11:00am – 12:00pm	Meeting with Senegal's National Malaria Control Program (NMCP) <i>Presentation by NMCP Coordinator and staff on the malaria situation in Senegal, including key priorities, challenges and elimination goals. Role of PMI, the Global Fund, civil society</i>	Location: NMCP Conference Room, Quartier Fann POC: Mame Birame Diouf, PMI Malaria Specialist

	USAID Program Office Director, Karen Welch CDC Country Director, Jim Ting PMI HQ, Don Dickerson PMI Resident Advisor, Michelle Kouletio	
RON	Radisson Blu	
Tuesday, August 7 (All Times Local)		
6:15am	Breakfast @ hotel	<i>Please bring your packed bags downstairs with you to breakfast, we will be checking out of the hotel.</i>
6:45am	Depart Radisson Blu hotel for Kaolack, Senegal <i>An approximately 1 hour briefing on the bus to preview today's site visits provided by Michelle Kouletio, Thomas Yocum, Ellen Dotson and Don Dickerson. Briefing will discuss tips for proper protocol and an overview of day's site visits.</i>	Senecartours <i>We will pick up participating USAID staff at 7:00am at the Embassy</i>
11:30am – 12:00pm	Courtesy call with the Governor of Kaolack, Mr. Al Hassane Sall, and the Regional Medical Officer, Dr. Aichatou Barry at Governor's office <i>Protocol visit to tell the Governor about the US delegation, the goals of the trip, and outline the various site visits we'll be conducting in his region over the next two days.</i>	Location: Governor's office – Main Town Square POC: Michelle Kouletio
12:00pm	Depart Governor's office to Regional Medical Office	Senecartours
12:15pm – 1:00pm	Meeting with District Medical Officer, Dr. Ablaye Seck <i>Discussion will include an overview of malaria situation in Kaolack and outline the broader pressing health issues in the region. There will also be a discussion on the role of the United States government in the region's health and development efforts from the perspective</i>	Location: Regional Medical Office conference room POC: Michelle Kouletio

	<i>of the DMO. Time will be provided to conduct Q&A between the DMO and staff.</i>	
1:00pm	Depart for lunch at Adjana Hotel	Senecartours
1:15pm – 2:30pm	Working lunch w/ USAID Feed the Future team <i>Roundtable discussion on the Feed the Future program at USAID, and how the Feed the Future program is making a positive impact on agriculture and nutrition in specifically in Senegal.</i>	Location: Adjana Hotel POC: Abdoulaye Dia and Xavier Preciado
2:30pm	Depart for the regional supply warehouse <i>Briefing on current medical supply chain system and accountability procedures provided by Mame Birame Diouf</i>	Location: District Medical Office POC: Michelle Kouletio
2:45pm – 3:30pm	Visit to the Pharmacie Regional d'Approvisionnement (PRA), Kaolack <i>Witness firsthand the path of PMI-funded malaria commodities and discuss current challenges to supply chain in Senegal.</i>	Location: just outside of Kaolack POC: Michelle Kouletio
3:30pm	Depart for Feed the Future site visit	Senecartours
3:45pm – 5:30pm	Visit Yombal Mbodjj <i>Feed the Future program site visit to see a new, hand-powered millet processor, reducing food losses and promoting self-sufficiency among food producers. The project aims to address food insecurity and the gap in technologies available for smallholder pearl millet farmers, particularly women.</i>	Location: just outside of Kaolack POC: Abdoulaye Dia, Xavier Preciado
5:30pm	Depart for Adjana Hotel	Senecartours
6:00pm - 8:00pm	Executive Time	
8:00pm – 10:00pm	Working dinner with USAID staff <i>Dinner will be an opportunity to debrief with USAID staff on the day's site visits,</i>	Location: Adjana Hotel

	<i>ask follow up questions, and get an understanding of USAID's broader priorities in Senegal.</i>	
RON	Adjana Hotel Kaolack	Adjana Hotel Kaolack Kaolack route de Kahone adjana.net +221 33 938 42 90
Wednesday, August 8 (All Times Local)		
7:00am – 7:45am	Working breakfast @ hotel <i>Briefing on today's site visits provided by Michelle Kouletio</i>	<i>Please bring your bags with you to breakfast, we will be checking out of the hotel.</i>
7:45am	Depart hotel for site visits	Senecartours
8:00am – 9:00am	Visit district health post <i>Observe malaria prevention, diagnosis and treatment activities. Witness firsthand the implementation of other integrated health programs focused on child and maternal health, communicable and non-communicable diseases</i>	POC: Michelle Kouletio
9:00am – 9:20am	Travel from health post to DSDOM	
9:20am – 10:30am	Visit to a DSDOM (Dispensateurs de Soins à Domicile) <i>Witness community health worker doing active sweeps in his/her village to identify fever cases and test for malaria at the household level. These are volunteers who provide home-based case management.</i>	POC: Michelle Kouletio
10:30am	Depart for Daara	
10:45am – 12:00pm	Visit a Daara (koranic school) and introduction to the PECADaara program <i>Observe malaria daara program, which involves volunteers going to the koranic schools to do Daara – based management of malaria – identifying danger signs, testing and treat.</i>	POC: Michelle Kouletio
12:00pm	Depart for lunch	

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12:10pm-2:00pm	<p>Working lunch w/ Kaolack-area Peace Corps volunteers</p> <p><i>This lunch will introduce the delegation to the Peace Corps ongoing work in Kaolack, which has a significant focus on improving health outcomes, including reducing the malaria burden. Three Peace Corps volunteers will discuss their work on malaria prevention and treatment efforts in Kaolack, their successes and challenges in working in the region.</i></p>	<p>Location: Le Brasero, Kaolack</p> <p>POC: Thomas Yocum</p>
2:00pm	<p>Depart for Dakar</p> <p><i>For approximately 1 hour, we will debrief on Kaolack site visits. Discussion to be led by Michelle Kouletio.</i></p>	Senecartours
6:30pm	Arrive Radisson Blu	
7:00pm	Executive Time	
10:15pm	Chris Lynch Depart Radisson Blu for Blaise Diagne Airport	
	RON Radisson Blu	<p>Route de la Corniche O, Dakar 16868, Senegal Phone: +221 33 869 33 33</p>
Thursday, August 9 (All Times Local)		
1:15am	Chris Lynch Depart Dakar, Senegal on Delta Flight 216	
5:21am	Chris Lynch Arrive @ JFK International Airport	
8:07am	Chris Lynch Depart New York, New York on Delta Flight 2288	
8:00am – 9:15am	<p>Breakfast @ hotel w/ American Chamber of Commerce - Senegal</p> <p><i>Representatives from the American Chamber of Commerce will brief staff on private sector engagement in health and development efforts, as well as the business and investment climate in Senegal.</i></p>	<p><i>No need to bring bags, we will not check out until after dinner</i></p> <p>Location: Radisson Blu Conference Room</p>
9:15am	Depart for Senegal Ministry of Health	Senecartours

	<i>Briefing en route on the MOH's role in malaria and how they work with the NMCP, Global Fund, and other donor governments to further health goals in Senegal.</i>	POC: Michelle Kouletio
9:30am – 10:00am	Courtesy Call with Ministry of Health <i>Protocol visit to introduce the US delegation to the MOH, share observations from the trip, and learn how the MOH works with the NMCP, Global Fund, other donor governments and other Ministries within the Senegal government to improve the health of its citizens.</i>	Location: Quartier Fann POC: Michelle Kouletio
10:00am – 11:30am	Debrief on site visits and meetings with NMCP and PMI <i>Talk through impressions and feedback on the various meetings and site visits, ongoing challenges and obstacles to malaria elimination in Senegal</i>	Location: Quartier Fann POC: Michelle Kouletio
11:07am	<i>Chris Lynch arrives @ San Diego International Airport</i>	
11:30am	Depart for US Embassy	Senecartours
12:00pm - 1:15pm	Briefing on Sahel and countering violent extremism <i>Briefing from USAID and State Department Embassy staff on USG programming in the Sahel, focused on how health programming and Feed the Future work together to bolster resilience and help counter violent extremism.</i>	Location: US Embassy Conference room Bissap POC: Thomas Yocum
1:30pm	Depart for Radisson Blu	Senecartours
2:00pm – 7:30pm	Executive Time	
7:30pm – 10:00pm	Dinner with Peace Corps volunteers <i>Five Peace Corps volunteers who have extended for a third year in Senegal will present to the delegation on their ongoing work, outlining how their efforts build on broader development goals.</i>	Location: Radisson Blu POC: Cheryl Faye, Country Director, Peace Corps Senegal

	<i>We will also be joined by Cheryl Faye, the Senegal Peace Corps Country Director. Time for Q&A between the volunteers and staff will also be provided.</i>	
11:45pm	Depart Radisson Blu hotel for Blaise Diagne Airport	Senecartours
Friday, August 10 (All Times Local)		
1:00am	Check in for flight	
2:55am	Depart Dakar Blaise Diagne Airport, South African Airways 207	
7:30am	Arrive @ Washington Dulles International Airport	

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